

I. IDENTIFYING INFORMATION

Position Number: 121529
Department: Commerce & Consumer Affairs
Division: Financial Institutions
Branch: Field Examination
Section: B
Geographic Location: Oahu

II. INTRODUCTION

The organizational unit primarily conducts field and off-site examinations and investigations of financial institutions consisting of savings banks, savings and loan associations, trust companies and credit unions, as well as of escrow depositories, money transmitters, mortgage loan originators and mortgage loan originator companies and mortgage servicers. The organizational unit also provides staffing support to Section A¹ of the Field Examination Branch to conduct examinations and investigations of large or complex institutions, or as workload needs dictate.

The primary purpose of this position is to conduct field and off-site examinations² of financial institutions consisting of savings banks, savings and loan associations, trust companies and credit unions, as well as examinations of escrow depositories, money transmitters, mortgage loan originators, mortgage loan originator companies and mortgage servicers.

The purpose of the examinations of financial institutions is to determine the financial condition of the regulated institution, evaluate its management and determine compliance with applicable laws and regulations. The primary purpose of examinations of escrow depositories, money transmitters, mortgage loan originators, mortgage loan originator companies and mortgage servicers is to determine compliance with relevant state and federal laws, rules and regulations.

III. MAJOR DUTIES & RESPONSIBILITIES

As directed by the Financial Institutions Examiner IV (Supervisor, Section B, of the Field Examination Branch), the position will perform as follows:

- A. Examination of Financial Institutions and Other Regulated Entities 70%
1. Singly or with one or more examiners assisting, conducts, supervises, and directs examinations of medium or small size financial institutions, escrow depositories, money transmitters, mortgage loan originators, mortgage loan

¹ Section A is responsible for conducting examinations of financial institutions consisting of banks, foreign banks and financial services loan companies.

² The term "examination" as used hereafter shall include or mean "investigation", as appropriate in the context and for the types of regulated institutions and entities under the jurisdiction of the Division of Financial Institutions.

originator companies and mortgage servicers. Examinations of depository financial institutions will generally include a careful appraisal and classification of assets; a comprehensive analysis of liabilities; an accurate determination and analysis of capital; a studied review of dividend and charge-off policies, earnings trends and future prospects; an evaluation of management and the soundness of its loan and investment policies; a thorough analysis of the institution's liquidity position; a review of compliance with applicable state and federal laws, rules and regulations; and full determination of all other factors and causes, unsafe and unsound practices and violations of laws, rules and regulations that have affected or may affect the condition and soundness of the institution under examination. Other types of examinations will focus primarily upon compliance with relevant state and federal laws, rules and regulations and an evaluation of management and the soundness of its operating policies.

2. When not supervising or directing the examination, the position assists in the examination and may be assigned by the examiner-in-charge the responsibility for supervising, directing, or singly handling evaluation of a branch, department, or other segment of the examination (e.g., securities analysis; report preparation; trust, commercial, consumer or mortgage loan department, etc).
3. Prepares and submits reports of examination and, as circumstances dictate, coordinates joint and concurrent examination activities with federal and state examiner counterparts.
4. Meets with regulated institution and entity officials and boards of directors to discuss the findings of the examination.

B. Other: 30%
100%

1. As requested, is responsible for developing recommendations for correction of weaknesses and deficiencies in operations, management, policies or other areas subject to criticism during the examination.
2. Assists in on-the-job training of less experienced examiners.
3. Performs other duties, as the needs of the Division of Financial Institutions dictate.

Supervises Position(s) No.
N/A.

Title
N/A.

IV. CONTROLS EXERCISED OVER THE WORK

A. Supervisor

Position No.: 106292

Class Title: CRF Financial Institution Examiner IV

B. Nature of Supervisory Control Exercised Over the Work.

1. Instructions Provided.

General policies and procedures on examining financial institutions and other regulated entities apply to all examinations which are conducted. When there are staffing or time constraints, or when the condition of the regulated institution or entity warrants, the position holder will be instructed on the priorities and expectations for that examination. The position holder is required to plan and carry out the necessary work activities with moderate to little supervision from the Financial Institution Examiner IV, eventually working and supervising other examiners independently.

2. Assistance Provided.

When supervising or directing the examination, the position holder is expected to work with moderate to little supervision from the Financial Institution Examiner IV (Supervisor, Section B, of the Field Examination Branch) if there are any major questions regarding the interpretation or application of laws, rules, regulations, guidelines, and policies. The position holder is expected to eventually supervise and direct the examination program independently with little assistance from the Financial Institution Examiner IV.

When assigned to assist in the examination, the position holder is expected to complete assigned tasks independently, but will seek any needed assistance from the designated examiner-in-charge.

3. Review of Work.

When supervising or directing the examination, the position holder is expected to keep the Supervisor informed as to the major findings during the examination process. Upon completion of the field work and completion of the draft report of examination, the Supervisor will review the examination report for accuracy, consistency, completeness, and grammatical correctness.

When assigned to assist in the examination, the position holder is expected to keep the examiner-in-charge informed of any major findings. The examiner-in-charge will review the completed work product for incorporation into the final examination report.

C. Nature of Available Guidelines Controlling the Work.

1. Policy and Procedural Guides Available.

Hawaii Revised Statutes relating to the regulated institutions, entities and programs under the jurisdiction of the Division of Financial Institutions;

Hawaii Administrative Rules and Administrative Policies;

Applicable federal laws, rules, regulations, manuals and handbooks;

Internal procedures for: (i) Licensing & Regulatory Analysis Branch Examiners, and (ii) Field Examination Branch Examiners.

2. Use of Guidelines.

Procedural guides cover most situations, but position holder is expected to be able to exercise independent judgment in assessing and responding to special situations. Position holder is expected to be familiar with, knowledgeable about, and able to apply all of the policy and procedural guidelines covering laws, rules, regulations, policies and procedures.

V. REQUIRED LICENSES, CERTIFICATES, ETC.

N/A

VI. RECOMMENDED QUALIFICATIONS

A. Knowledge:

Financial services theory, practice and law, economics, business administration, accounting; and financial analysis.

In addition, the position holder must be familiar with the Division of Financial Institutions' organization, rules, regulations, procedures, and administrative policies; with laws relating to examinations; and with other matters of supervisory responsibility.

B. Skills/Abilities:

Analyze facts and figures and derive sound conclusions; interpret and apply state and federal laws, rules and regulations, examination and administrative policies and procedures, and accounting standards; assess and evaluate the risks in the activities and operations of financial institutions and other regulated entities; and assess and evaluate the quality of management of financial institutions and other regulated entities.

Deal effectively with personnel; regulated institution and entity officials; state, federal and foreign regulatory authorities; and the general public.

Organization of work to produce numerous and diverse work products of good quality and in a timely manner.

Direct, coordinate and review the work of others.

Respect and maintain the confidentiality required by the subjects with which the position holder works.

C. Education:

Graduation from an accredited college or university with at least 12 semester hours in accounting and/or auditing subjects.

D. Experience:

General Experience:

Two (2) years in accounting or auditing.

Specialized Experience:

Two (2) years of professional experience which provided knowledge of business operations of financial institutions.

Excess specialized experience or financial institution examining experience which required the knowledge and application of generally accepted professional accounting and auditing principles, theory and practices for the purpose of examining the business operations of financial institutions may be substituted for the general experience requirement.

VII. TOOLS, EQUIPMENT & MACHINES

Various office equipment such as computer, printer, financial calculator, copier, scanner, facsimile machine, portable electronic data storage device, and wireless broadband modem or similar Internet communication device; operate a motor vehicle. Proficiency in computer and internet use including Microsoft Office suite of tools for report writing.